

YOUTH SERVICES POLICY

Title: Facility Design / Space Management Next Annual Review Date: 04/11/2014	Type: A. Administrative Sub Type: 7. Maintenance and Physical Plant Number: A.7.3
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References: ACA Standards 2-CO-2B-01, 2-CO-2B-02 (Administration of Correctional Agencies), 2-7014 (Juvenile Probation and Aftercare Services), and 4-JCF-1A-02 (Performance-Based Standards for Juvenile Correctional Facilities)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 04/11/2012

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish YS policy regarding facility design.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors, Regional Managers, and the Youth Services' Capital Outlay Project Manager.

IV. DEFINITION:

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that facility design, including staff office locations, facilitate personal contact and interaction between staff and youth.

Prior to new construction of a facility or expansion of an existing facility, a needs evaluation shall be accomplished. Further, Community Based Services (CBS) shall provide adequate facilities for all staff to perform their duties.

VI. PROCEDURES:

A. All renovations, additions, and new construction shall be of a design that facilitates direct contact between youth and staff.

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- B. The YS Central Office's Capital Outlay Project Manager shall provide oversight on such projects with the Division of Administration's (DOA) Office of Facility Planning and Control (as required) in conjunction with the appropriate Facility Director.
- C. Each Regional Manager shall assess the space needs of his/her office annually, and report the results of his/her assessment in the Operational Data Section of his/her annual report.

If circumstances dictate that the office space be increased, modified or that an office be relocated, the Regional Manager shall promptly notify the Deputy Assistant Secretary/CBS.

If the Office of Juvenile Justice and the Office of Management and Finance (OMF) determine that the need is justified, the Regional Manager shall complete form RL-2 (Office of Facility Planning and Control Document), and forward it to the OMF for processing.

Previous Regulation/Policy Number: A.7.3

Previous Effective Date: 8/10/10

Attachments/References: